AgLearn Training for 2013

Each class will be held from 12:30 pm – 3:00 pm EST

| | Each class will be held from 12 | |
|-------------------------------------|---|--|
| | | uary |
| Training | AgLearn Administrator Training | Report Training |
| Dates | 15-16 | 30 |
| | Perform employee search | Running and Managing reports in AgLearn |
| | Add/Remove training to/from To-Do List | Scheduling background reports |
| | Create a training Item | |
| | (course / class / conference, etc.) | Click Here to Register |
| | Recording credit for Completed Work | |
| | o Running Reports | |
| | o SF-182's | |
| | | |
| | Click Here to Register | |
| Presenter | Lyndell/Sherell | Lyndell/Sherell |
| Tresenter | February | March |
| Training | SF-182 Training | AgLearn Administrator Training |
| | | |
| Dates | 12 | 12-13 |
| | o Create SF-182's for employees | o Perform employee search |
| | Approval and Verification process | Add/Remove training to/from To-Do List |
| | o SF-182 reports | Create a training Item |
| | | (course / class / conference, etc.) |
| | Click Here to Register | Recording credit for Completed Work |
| | | Running Reports |
| | | o SF-182's |
| | | |
| | | Click Here to Register |
| | | |
| Presenter | Lyndell/Sherell | Lyndell/Sherell |
| Presenter | • | Lyndell/Sherell May |
| | April | May |
| Training | April SF-182 Training | |
| | April SF-182 Training 17 | May AgLearn Administrator Training 7-8 |
| Training | April SF-182 Training 17 • Create SF-182's for employees | May AgLearn Administrator Training 7-8 O Perform employee search |
| Training | April SF-182 Training 17 Create SF-182's for employees Approval and Verification process | May AgLearn Administrator Training 7-8 Perform employee search Add/Remove training to/from To-Do List |
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| Training Dates Presenter | April SF-182 Training 17 Create SF-182's for employees Approval and Verification process SF-182 reports Click Here to Register Lyndell/Sherell Jundell/Sherell AgLearn Administrator Training 9-10 | May AgLearn Administrator Training 7-8 Perform employee search Add/Remove training to/from To-Do List Create a training Item (course / class / conference, etc.) Recording credit for Completed Work Running Reports SF-182's Click Here to Register Lyndell/Sherell Lyndell/Sherell Report Training 17 |
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AgLearn Training for 2013

Each class will be held from 12:30 pm – 3:00 pm EST

| | September | October |
|-----------|--|---|
| Training | AgLearn Administrator Training | SF-182 Training |
| Dates | 10-11 | 16 |
| | Perform employee search Add/Remove training to/from To-Do List Create a training Item (course / class / conference, etc.) Recording credit for Completed Work Running Reports Click Here to Register | Create SF-182's for employees Approval and Verification process SF-182 reports Click Here to Register |
| Presenter | Lyndell/Sherell | Lyndell/Sherell |
| | Nove | mber |
| Training | AgLearn Administrator Training | |
| Dates | 5-6 Perform employee search Add/Remove training to/from To-Do List Create a training Item (course / class / conference, etc.) Recording credit for Completed Work Running Reports Click Here to Register | |
| | | |
| | | |
| Presenter | Lyndell/Sherell | |
| | December | |
| Training | AO Webcast | |
| Dates | TBA O Aglearn, more than just mandatory training! An overview of available resources in AgLearn and ho to manage the "My Employees Tab". | |
| | | |
| Presenter | Lyndell/Sherell | |